DOCUMENT RESUME

ED 050 229 VT 011 139

AUTHOR	Terlin, Rose
TITLE	Jobfinding Techniques for Mature Women.
INSTITUTION	Women's Bureau (DOL), Washington, D.C.
REPORT NO	Pamph-11
PUB DATE	Feb 70
NOTE	44p.
AVAILABLE FROM	Women's Bureau, Wage and Labor Standards Administration, Dept. of Labor, Washington, D.C. (no charge)
EDRS PRICE	EDRS Price MF-$0.65 HC-$3.29
DESCRIPTORS	Educational Opportunities, Employment Interviews, Employment Qualifications, *Females, *Guidelines, *Job Applicants, *Job Application, Middle Aged, *Occupational Guidance

ABSTRACT

Written by the Chief of Special Projects of the Women's Bureau as a guide for assisting the mature woman in preparing for and finding employment, this pamphlet contains sections on: (1) How to Do a Self-Inventory, (2) How to Prepare a Resume, (3) The Jobhunt, (4) How to Prepare a Letter of Application, (5) Guides to an Effective Interview, and (6) Training Opportunities. Selected readings and addresses of agencies and organizations are appended. (SB)

ED050229

U.S. DEPARTMENT OF HEALTH, EDUCATION
& WELFARE
OFFICE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY

Jobfinding Techniques For Mature Women

Pamphlet 11
February 1970

WOMEN'S BUREAU
Elizabeth Duncan Koontz, Director

WAGE AND LABOR STANDARDS ADMINISTRATION
Arthur A. Fletcher, Administrator

U. S. DEPARTMENT OF LABOR
George P. Shultz, Secretary

For sale by the Superintendent of Documents, U.S. Government Printing Office
Washington, D.C. 20402 - Price 30 cents

FOREWORD

One of the most striking changes in the composition of the labor force since World War II has resulted from the increasing number of women entering the job market. In 1969 more than half of all women aged 45 to 54 years were employed or looking for work, as were more than two-fifths of those aged 55 to 64 years.

This pamphlet points out jobfinding techniques available to mature women and is designed as a step-by-step guide to assist them to prepare for and to find employment. It is also aimed at the woman who has worked for many years in one firm, and then suddenly finds herself having to seek a new job, but lacks experience in the techniques of finding one. This publication should prove useful also to employment counselors, whether in public or private employment services, or in the numerous colleges and universities offering programs for mature women who seek a "second career" when full-time homemaking is no longer required.

The Women's Bureau wishes to acknowledge with sincere appreciation the helpful suggestions of Margaret Carey, Supervisor, Older Workers' Program, Missouri State Employment Service, St. Louis, Missouri, and Mary L. Glynn, Manager, Senior Applicants Section, Division of Employment Security, Commonwealth of Massachusetts, for their time and thought in reviewing the manuscript and making helpful suggestions. Special appreciation is extended to Fannie B. Beard, Older Worker Specialist, U.S. Training and Employment Service, Manpower Administration, U.S. Department of Labor, Washington, D.C., for her invaluable assistance.

This pamphlet was prepared by Rose Terlin, Chief of Special Projects, under the direction of Mary N. Hilton, Deputy Director of the Women's Bureau.

ELIZABETH DUNCAN KOONTZ
Director, Women's Bureau

CONTENTS

	Page
INTRODUCTION	1
HOW TO DO A SELF-INVENTORY	3
HOW TO PREPARE A RÉSUMÉ	7
THE JOBHUNT	18
HOW TO PREPARE A LETTER OF APPLICATION	22
GUIDES TO AN EFFECTIVE INTERVIEW	25
TRAINING OPPORTUNITIES	30
APPENDIXES	
A—Selected Readings	34
B—Agencies and Organizations	37

JOBFINDING TECHNIQUES FOR MATURE WOMEN

INTRODUCTION

So You're Going Jobhunting!

If you have reached or passed your 40th birthday, chances are you may now be or will be jobhunting, since nearly 11 million women aged 45 through 64 were in the labor force in October 1969. In fact, at that time more than half of all women aged 45 through 54 years were in the labor force. You may have worked all your adult life, or you may be one of the growing numbers of women who have not been employed outside your home for a number of years but now need or want to go to work.

Jobfinding Requires Realism, Confidence, and Persistence

There are more difficulties for mature women seeking employment than for young women. Some of these are subjective—inside you; others are objective—outside in the working world.

Mature women feel especially insecure about jobhunting. If you haven't worked for some years, you may feel uncertain about your worth as an employee in today's fast-paced business and industrial world. You may tend to underrate your experience and capacities, or feel vague and doubtful about the kind of job you want.

So your first step in jobhunting is to come to grips with yourself. Remember "ability is ageless." Judgment, loyalty, reliability, and a sense of responsibility are assets that employers recognize as characteristics of the mature woman. In addition:

- Turnover rates are usually lower among older workers.
- In general, attendance records are better than for younger workers.
- For the long stretch, productivity of older workers—due to their greater stability and concentration on the job—is equal to or higher than that of younger workers.

- Good working habits often have resulted from homemaking or volunteer work or a job.
- Babysitting is no longer a problem.

So don't fear that you have nothing to offer an employer. On the other hand, some women start with the attitude that they can do anything and that the employer is just waiting for them to knock on the door. Both attitudes—insecurity and overconfidence—are unrealistic and produce only negative results in jobhunting. Your inner attitudes will be reflected in your interviews. The employer is most impressed by a sincere self-confidence, which is very different from arrogant self-assertion. The suggested self-inventory will help you to be realistic about your strong and weak points as well as help you to pinpoint the type of work you should seek.

The mature woman has a special problem in securing employment because of artificial age barriers often set by employers. The "Age Discrimination in Employment Act," effective June 12, 1968, should do much to improve employment opportunities for mature women. It prohibits employers, employment agencies, or unions from rejecting or failing to refer otherwise qualified applicants to a job solely because of age, when they are between 40 and 65 years of age.

Don't expect success on your first application and don't get discouraged on even your fifth or tenth turndown! Persistence—essential for all jobhunters—is especially necessary for older women. Statistics show that usually it takes them longer to obtain a satisfactory placement. The time required to get the right job for you can be shortened if you conscientiously take the following well-established steps to jobseeking.

HOW TO DO A SELF-INVENTORY

The second step is to make an inventory of you. Set aside plenty of quiet, uninterrupted "think and jotting time." Above all, *be objective;* focus on facts, not dreams; be honest with yourself.

Be Sure You Really Want To Go to Work

First you must be sure that you really do want to go to work. Jot down the reasons why you want to get a job; be very specific. Most women seek employment because they need the money. Many, however, do so because they want the social contact and mental stimulus of the working world; others, because they want something to fill the empty hours while children are in school or husbands are away at work, or they have become widowed, separated, or divorced. Others seek employment because they want to feel useful and needed. Being clear and honest about your reason will have a bearing on the field of work in which you will find most satisfaction.

If your reason is that you need or "could use" the money, be sure to count the cost of working outside your home. This cost includes transportation; lunches; more money spent for clothes, hairdos, and drycleaning. You should also estimate the cost for using more expensive prepackaged foods and perhaps higher laundry costs to save housework time. Then there are the inevitable gift collections and charitable donations where you work; and, finally, a very important cost can be the effect of your extra income on your family's income tax bracket.

Be Sure Your Family Approves

Carrying two jobs—one in the labor market and one at home—is no easy task. Sometimes you will find yourself doubling as both juggler and trapeze artist! If your husband and children disapprove, even silently, your task will be impossible or will exact too heavy a toll of others as well as yourself. Estimate carefully what adjustments will be needed in the family's way of life and how these will

373-177 O—70——2

affect each member of the family. Talk over the entire matter with the whole family and be sure of their full cooperation. Many families have found that everyone performed better when mother had a job, but the key was the family's enthusiasm for what "mom is doing."*

The next phase of your inventory will involve making two lists: one, your assets or strong points; the other, your liabilities or limitations with respect to your qualifications for a job. The inventory will help you decide the types of jobs you should look for.

I. *Your Assets*

A. Education:

Last school grade completed? Have you taken any courses since you completed your regular schoolwork? Jot down what you liked most about going to school; what courses you enjoyed most. Looking back, would you rate yourself an excellent, good, average, or poor student?

B. Your work experience and skills:

Jot down your previous jobs and list each duty performed. Be specific. For example, if you list typing, note the following:

- How many words can you type per minute?
- Can you type from a dictating machine record?
- Can you type statistical tables?
- Do you have a typewriter to practice on?
- What duties did you perform most satisfactorily in each job?
- What job did you like the most? Why?

In addition to or instead of paid employment, you may have had *volunteer experience* which can be an important part of the assets side of your inventory. List all the volunteer work you have done in your church; PTA; Red Cross; youth-serving agency; welfare work; social, civic, or garden club; neighborhood project; union auxiliary—the types are legion.

What skills did your volunteer activities call for? For example, a good committee chairman develops techniques in management,

*F. Ivan Nye and Lois W. Hoffman: *The Employed Mother in America.* Rand McNally, Chicago, Ill., 1963.

learns to supervise others effectively, and enhances her coordinating ability. Helping with fundraising activities develops skills in making contacts with people, meeting deadlines, and "selling" the work of an agency to others. Many women do not want office, sales, or professional work. Have you found through your volunteer work—or through life experience—that you like to help the sick, the old, or small children?

Practically all volunteer activity has aspects that are assets in the job world, even if they only demonstrate a liking for people and an ability to work with them. So analyze your list; jot down both the work experience and the personal qualities you acquired or developed.

Your *hobbies* also can be an asset. They are indicators not only of the things that really interest you but also of your skills and aptitudes. Write down your hobby or hobbies and identify for each the particular skills required: finger dexterity, good sense of color, imagination, creativity, ability to complete a project, patience with details—and many more, depending on the hobby.

List also the *help you have given your husband*—if he has his own business—even if you were not paid. Did you send out bills, develop customer prospect lists, compose or illustrate promotional flyers or leaflets, or keep the books?

C. Personal characteristics:

Grade yourself very objectively on the following personal traits: good grooming; tidiness; punctuality; ability to concentrate on what you're doing; ability to take constructive criticism; ability to get along with many different kinds of people, particularly with younger people; a "low boiling point" (slow to anger); flexibility; and good health. Ask yourself: "Do I work best with my hands? My head? Or am I at my best in human relations? How quickly do I learn new things?"

II. *Your Limitations*

A. Education:

Jot down what you liked least about going to school, and what subjects were the most difficult for you. Do you feel there are gaps in your education that could disqualify you for certain jobs in

which you might be interested? Do you find, in talking with others about your jobhunting plans, that you tend to dwell on your inadequacies?

B. Work experience:

In your previous work, which duties did you dislike most? Which did you perform least well? What particular job did you dislike most? Why?

C. Personal qualities or conditions:

Does your health permit standing all day? Do you object to working in a crowded or noisy atmosphere? Do you feel you can't take steady pressure? Do you object to working only with women or for a woman supervisor? If you were working with men, could you forget you are a woman and yet be a lady? Are the hours you can work limited to certain ones in the day, or to certain days in the week? What about your availability during school vacations? Are you free to travel?

When you have completed your inventory, analyze the results. Remember that what are liabilities in one type of work may be assets in another. After a realistic appraisal of your assets and liabilities, ask yourself: "What kinds of jobs does my experience best qualify me for?" Think of every type of job where your interest and experience would be useful to the employers in your community. Your inventory may point to one type of occupation only, or it may suggest two or more possibilities. It is well, however, to limit your objectives, at least at the start. In deciding about the job you want to seek, consider those which offer some possibility of advancement when you prove yourself, as against a "dead end" job. Consider what job you would like *most* to do. A valuable source of information about different occupations in a wide variety of fields is the *Occupational Outlook Handbook*. (See appendix A.)

HOW TO PREPARE A RÉSUMÉ

A résumé is one of the most important tools in jobhunting. It is the brief, factual, written record of who you are and what you have done. It tells the prospective employer what he needs to know about your education and experience and helps you during an interview to recall dates and other information which may suddenly vanish from memory in a face-to-face interview. Try to condense this summary to no more than two pages.

Your résumé may be used in several ways: to enclose with a letter of application; to take to an employment office when you apply in person for a job; to take, or send in advance, to an employer when you go for an interview; to leave on file at the personnel office in the firm you would like to work for where now there is no opening suitable for you. Therefore a number of copies will be needed. It is not good form to send carbon copies of a résumé. Copies reproduced by Mimeograph, Multigraph, offset, or Xerox are perfectly acceptable. If you decide to actively seek more than one type of job, you should make a résumé for each, tailored for the distinct qualifications required by the individual job. Résumés are of two types: the general and the functional.

The General Résumé

The most commonly used form, especially for those with previous paid work experience and for submitting to employment agencies, is the "general résumé." The usual outline is as follows:

1. In upper left corner list your name, address, and telephone number.
2. In upper right side indicate the type of job you desire.
3. Then under the heading WORK EXPERIENCE list your last three or four jobs in reverse order, beginning with your last job. State name and address of the company, dates of employment, name and title of your supervisor, and the

position you held (title). For each position held, describe *briefly* the duties performed. If you start each sentence with a verb, you will find it easier to be brief and to the point; for example, "supervised . . .," "took dictation . . .," "assembled electrical components. . . ." Emphasize the duties requiring the highest degree of skill and judgment. If you worked with special types of equipment, specify them; for typing and shorthand state the number of words per minute. Remember that for the woman who has not worked in several years, any experience—paid or unpaid—is important.

4. Under the heading EDUCATION list:
   a. Schools attended and dates. (If you attended college, omit high school.)
   b. Principal subjects studied.
   c. Special courses taken since leaving school; specify the school or organization, length of course, and date of completion.
   d. Training courses taken on the job in previous employment. Include length of course and date of completion.
5. If pertinent to the job you are seeking, briefly list relevant VOLUNTEER ACTIVITIES, giving:
   a. Name and address of the agency or institution.
   b. Dates you served.
   c. Type of service you rendered.
   d. Name, address, and title of agency officer familiar with your work.
6. Under PERSONAL DATA list:
   a. Date of birth (optional). This can be hinted at by indicating length of experience without emphasizing age.
   b. Marital status and number of dependents, if any.
   c. Preferred geographic location.
   d. If appropriate to the job, whether you are free to travel, whether you have a driver's license and a car, whether you have the required license to prac-

tice in the occupation (such as practical nurse or cosmetologist).

7. Under PERSONAL REFERENCES, supply the name, address, telephone number, and position of two or three people who know you personally. Don't present the employer with a long "laundry list" of references. A character reference from a person of good standing in the community, such as a physician, pastor or rabbi, school principal, or prominent business person is advisable. Never use a name for a personal reference without first clearing with that person. Since your previous employers are already listed under WORK EXPERIENCE, they should not be included in this section of the résumé. Here are two examples of how a general résumé might look.

General Résumé

Miss Mary Smith
111 Second Avenue
Main City, Iowa 00000
Telephone: 560–4321

Type of work desired:
Executive Secretary
Senior Secretary

WORK EXPERIENCE:

1955–1969 Secretary, ALBEIT, INC., 12 Walnut Street, Main City.

Immediate supervisor:

Mr. John Jones, Sales Manager. Presently: Sales Division, Americana, Inc., 123 Coast Road, Davenport, Calif. 90143

Principal duties:

Took dictation, 120 words per minute; transcribed from notes or voice recording. Arranged sales conferences, took minutes, and prepared preliminary report of conference. Arranged supervisor's travel. Scheduled appointments and received callers. Maintained files, including confidential file. Reviewed salesmen's weekly reports, indicating significant items. Supervised one clerical assistant. (I came to Albeit as a stenographer and advanced to secretary.)

Reason for leaving:

Company merged with West Coast firm and moved there.

1950–1955 Stenographer, AUTOMETRE, INC., 500 Oak Street, Main City.

Immediate supervisor:

Mrs. Helen Brown, Stenographic Pool Supervisor. Address as above.

Principal duties:

Took dictation, 100 words per minute and transcribed from notes, voice recording, or stenotype machine.

Reason for leaving:

Offered higher pay and more opportunity for advancement at Albeit, Inc.

1942–1950 Clerk-Typist, BROWN MANUFACTURING CO., 1200 Elm Street, Main City.

Immediate supervisor:

Mr. William White, Office Manager. Address as above.

Principal duties:

Opened and routed incoming mail; maintained files; typed reports, correspondence and memoranda (60 words per minute).

Reason for leaving:

Need to increase earnings.

EDUCATION:

Graduated Main City High School, 1940. High school courses in typing, shorthand, office machine operation, English composition.

Office Management and Practices course—on-the-job training at Albeit, Inc.; 40 hours.

VOLUNTEER ACTIVITIES:

YWCA: Finance Committee, 1940–1947; Chairman, 1945–1947. Developed budget; analyzed expenditures; worked closely with Executive Director, President of the Board, Comptroller, and United Fund.

Business and Professional Women's Club: 1966–1968, Treasurer.

PERSONAL DATA:

Marital Status: Single; help support widowed mother with whom I live.

PERSONAL REFERENCES:

Mrs. William P. Bowen, President, YWCA, 1200 Green Street, Main City; 265–6524.

Mrs. Mary Jones, President, Business and Professional Women's Club, 2830 Irving Street, Main City; 961–3260

Mr. Garvey Harris, Comptroller, Main City United Fund; 265–3791

373-177 O—70——3

General Résumé

Mrs. Sadie Mae Black
3311 Wilton Avenue
Bridgeport, Conn. 06612
Telephone: 128–5607

Type of work desired:
Assembler or similar occupation

WORK EXPERIENCE:

1948–1950 Inspector—electronic subassemblies line, NATIONAL BUSINESS MACHINES, 4500 Barber Avenue, Detroit, Mich. 48245

Principal duties:

Inspected radio transmitters to locate defects, using magnifying glass, picks, and mirrors. Traced routing of wires to connections. Tested dimensions of parts, using calipers and other tools. Wrote down defects on tag and removed these units from the assembly line.

Reason for leaving:

Marriage; moved to Bridgeport with husband.

1944–1948 Assembler, NATIONAL BUSINESS MACHINES, 4500 Barber Avenue, Detroit, Mich. 48245

Immediate supervisor:

Deceased. Contact Personnel Department at address above.

Principal duties:

Wired units according to diagram. Bolted them to chassis using handtools and pneumatic wrench. Connected lead wires to terminals with a spotwelder. Tested circuits for shorts and open wires.

Reason for leaving:

Promoted to Inspector.

EDUCATION:

Completed 10th grade, Walker High School. My father died. I was oldest and had to go to work to help the family.

VOLUNTEER ACTIVITIES:

Women's Auxiliary:

Letter Carriers' Union. Welfare and Membership Committees.

Women's Society of Christian Service:

Grace Methodist Church. Chairman of Christmas Bazaar, 1968.

PERSONAL DATA:

Married and have three children. My boy, aged 18 years, is a senior in Bridgeport High. He has won a college scholarship, but will need more money for college. Daughters, 16 and 15 years, are in high school.

PERSONAL REFERENCES:

Rev. James More, Pastor, Grace Methodist Church, 400 Lasker, Bridgeport.
Mrs. Mary Simms, President, Women's Auxiliary, Letter Carriers' Union; 2823 Laidley Street, Bridgeport.
Mr. John Jones, Principal, Bridgeport High School.

The Functional Résumé

The functional résumé is especially suited to the mature woman seeking work who has had little or no previous employed experience or who has not been employed for some years. It highlights volunteer activities and educational background and provides information which could prove useful to the employer in judging the applicant's ability to fill a particular job vacancy. It is also more suitable in applying for work that requires a variety of skills or that may require frequent changes in job assignment.

In preparing a functional résumé, focus on the *kind* of work you want to do—its content—rather than a specific job title. In the upper right side of the résumé indicate the fields of work that interest you, rather than the specific jobs. There follow two résumés for the same person, illustrating two major styles for a functional presentation.

Functional Résumé

Mary Ball Smith (Mrs. William X.)
2301 Acacia Street
San Francisco, Calif. 94150
Telephone: 234–6801

Type of work desired:
Journalism

EDUCATION:

University of California, Berkeley

Degree: Bachelor of Arts, 1949
Major: English—with Journalism specialty
Minor: Sociology
Honors: Winner of Arnold Trophy for public speaking; Mortar Board (women's activities honor society); Delta Sigma Rho (national debating honor society).

In addition, I took a 1-year course in Creative Writing at University of California Extension Center, 1966–1967.

PAID EXPERIENCE during college summers:

6/47–9/47 Cub reporter on *San Leandro Valley Times.* Gathered information and wrote "Calendar of Events" column. Reported community meetings such as women's clubs, church socials, etc.

6/46–9/46 Public Relations Assistant—San Francisco YWCA. Helped design and produce leaflets advertising fall program of clubs and classes.

VOLUNTEER WORK: *Community organization experience:*

Parent-Teachers' Association

Served as membership chairman, Grafton High School, 1964–1966, directing membership drives that doubled the membership in the 2 years. Served on numerous other committees since children were in junior high school.

March of Dimes

Served as chairman of volunteers for District 3 in San Francisco. Work involved recruiting and training volunteers; supplying them with publicity materials; following up daily on

volunteers' activities; receiving and compiling their reports; and preparing the final report for headquarters.

American Association of University Women

Served as chairman of Scholarship Fund Committee, directing program to raise money to send two girls to college, recruiting and screening applicants, and selecting recipients. Participated in other activities of AAUW.

COLLEGE EXTRACURRICULAR ACTIVITIES:

Worked on college daily newspaper for 4 years. Assignments included cub reporter, sorority reporter, feature writer, advertising copywriter, assistant advertising manager.

Women's Debating Society (Philorthian).

Mortar Board activities.

(See Honors above for recognition achieved in various undergraduate activities.)

PERSONAL DATA:

Age 40. Married; three children—son, college freshman; son and daughter in high school. Have car.

PERSONAL REFERENCES:

Mr. James Williams, Area Director, American Red Cross, 200 Thorne Street, San Francisco, 94123.

Dr. William Martin, 760 Physicians Building, 220 Branch Street, San Francisco, 94175.

Mrs. Madeline Smith, Personal friend and lawyer, 223 Staircase Way, San Francisco, 94100.

Functional Résumé

Mary Ball Smith
(Mrs. William X.)
2301 Acacia Street
San Francisco, Calif. 94150
Telephone: 234–6801

Type of work desired:
Fund Raising
Publicity
(community agency preferred)

FUNDRAISING EXPERIENCE:

March of Dimes

Served as chairman of volunteers for District 3 in San Francisco for 4 years. Work involved recruiting and training volunteers in fundraising techniques, supplying them with publicity materials, following up daily on volunteers' activities, receiving and compiling their reports, and preparing the final report for headquarters. Goal was always exceeded.

American Association of University Women

Served as chairman of Scholarship Fund Committee for 4 years, directing program to raise money to send two girls to college, recruiting and screening applicants, and selecting recipients. Participated in other activities of AAUW.

PUBLICITY AND PROMOTIONAL EXPERIENCE:

San Francisco YWCA

Employed as Public Relations Assistant during college summer. Prepared leaflets describing and promoting fall program. Wrote newspaper releases highlighting new program offerings. Wrote 20-second radio spots and secured stations' acceptances. Originated and supervised all preparation for a TV feature on our summer camp program. Covered public relations office alone during month's vacation of Public Relations Director.

San Leandro Valley Times

Gathered information and wrote "Calendar of Events" column. Reported community meetings such as women's clubs' activities, church socials, and Rotary and other service clubs. All this required initiative and followthrough in making wide range of community contacts.

Parent-Teachers' Association

Served as membership chairman, Grafton High School,

1964–1966—directing membership drives that doubled the membership in the 2 years. Served on numerous other committees since children were in junior high school.

EDUCATION:

University of California, Berkeley

Degree: Bachelor of Arts, 1949

Major: English—with Journalism specialty

Minor: Sociology

Honors: Winner of Arnold Trophy for public speaking; Mortar Board (women's activities honor society); Delta Sigma Rho (national debating honor society)

In addition, I took a 1-year course in Creative Writing at University of California Extension Center, 1966–1967.

COLLEGE EXTRACURRICULAR ACTIVITIES:

Worked on college daily newspaper for 4 years. Assignments included cub reporter, sorority reporter, feature writer, advertising copywriter, assistant advertising manager.

Women's Honorary Debating Society (Philorthian).

Mortar Board activities.

(See Honors above for recognition achieved in various undergraduate activities.)

PERSONAL DATA:

Age 40. Married; three children—son, college freshman; son and daughter in high school. Have car.

I married on graduating from the university and have not had employed experience since. However, I have been continuously active in responsible volunteer work as indicated above.

PERSONAL REFERENCES:

Mr. James Williams, Area Director, American Red Cross, 200 Thorne Street, San Francisco, 94123.

Dr. William Martin, 760 Physicians Building, 220 Branch Street, San Francisco, 94175.

Mrs. Madeline Smith, personal friend and lawyer, 223 Staircase Way, San Francisco, 94100.

THE JOBHUNT

Now that you have been through the process of "telling it like it is" to yourself in the self-inventory and prepared one or more résumés, you are ready to start the actual jobhunt. Obviously, you have to get to the people who have jobs to offer. This is a business in itself. Work at it several hours a day, 5 days a week.

First of all, don't be shy about telling your friends, neighbors, fellow club and church members, and any likely acquaintance with wide contacts that you are looking for a job—and, in general, what kind.

Make your first "port of call" the nearest office of the State Training and Employment Service. The address is listed in the telephone directory under the State government office listings. Although there are more than 2,000 State Employment Service offices in the United States, you may live in a small town or rural area where there isn't a local office. Ask at your Post Office for the address of the office nearest to you, and write them for information about job vacancies in your area, enclosing a copy of your résumé. In some States the Training and Employment Service has an "outreach service" that will call on you to interview you, suggest possible alternative jobs in light of local labor market information, and list your application for employment.

There is no charge for any of the services provided by the State Training and Employment Service. These include counseling, testing, retraining, and placement. If you haven't been employed for some years, or haven't ever been employed, or if you want to change the type of work you are doing, it would be wise to avail yourself of the counseling and testing services—perhaps even before you write your final résumé.

Don't refrain from applying at the Employment Service because you think you are "too old." Think of your assets. Don't hesitate to ask to speak to the Older Worker Specialist. He or she is your biggest

booster. All State Employment Service headquarters have a special department to serve older workers. A number of local offices also have an older worker specialist with particular skill in testing and counseling mature workers and knowledge of employers who have a good record of hiring older employees. They also know of training opportunities and assist in placing workers in training programs. Inquire of your local office about this service or write the State Director of Older Worker Services at your State Employment Security office. Again, your local Post Office can supply the address.

In a number of localities the Employment Service maintains a special office for those seeking professional and managerial jobs. These offices are part of a national network, connected by teletype, receiving and sending information about job openings all over the country. They also provide counseling and testing geared to the particular interests and needs of the professional woman.

When you contact the Employment Service, you should:

- Know your Placement Interviewer by name. She may introduce herself, or her nameplate may be visible on the desk. If not, make a simple, but direct, inquiry: "Whom shall I call when I wish to contact the office?"
- Keep the interviewer informed of developments resulting from referral to employment.
- Always advise the interviewer when you have obtained a job.

If the Employment Service does not have a suitable opening for which you might be considered by an employer immediately, keep in touch with your interviewer. Otherwise your application may be transferred to the inactive file.

Meantime, there are several important steps you should be taking:

1. Find out all you can about the work involved in the job in which you are interested—and in related jobs. Your best source is the *Occupational Outlook Handbook*, published by the Bureau of Labor Statistics, U.S. Department of Labor. This is probably in your local library. However, if it isn't, there surely will be a copy you can consult at the Counselor's office in the high school. Both the library and the Counselor will have books and leaflets on specific careers.

2. Some employers you will approach directly (résumé in hand, of course). These may be in response to a job advertised in the "help wanted" columns of the newspaper or a referral from a private employment agency.

   Check on private employment agencies. Don't overlook the temporary help agencies listed in the classified section of the telephone directory under Employment Contractors—Temporary Help. Many women returning to the labor force prefer to try part-time or part-week work or to work at several different types of jobs to test their interests and skills. Originally specializing in clerical placements, many of these firms now place workers in a wide variety of occupations, such as bank tellers, to work twice monthly at peak periods.

   While you are waiting to hear from these direct approaches—and don't hesitate to make a second contact, after a reasonable period—it is most important to:

3. Find out who are the major employers in your locality using people with your skills. Resources for this information include:
   a. "Help wanted" ads in your local newspaper. Don't forget the women's pages and the neighborhood newspapers.
   b. The business directory in your local library. (This does not circulate, so take a notebook with you.)
   c. The classified section of the telephone directory. If you have experience in a certain job, check the index of the book for the classification it is listed under and contact other companies within that listing.
   d. The chamber of commerce or board of trade.
   e. The Personnel Office of your city or county government.
   f. Such institutions as hospitals and schools. For the latter, consult your board of education and board of higher education (for colleges and universities).
   g. Your union or professional association.

h. Trade and professional journals in your field of interest. These too are often available in your local library.

i. Nonprofit agencies such as "40-plus employment clubs," the YWCA, any counseling and referral clinics in your locality.

j. Stories in the business section of your newspaper about local companies that plan expansion.

Don't be afraid to ask for suggestions. People (employers are people) love to give advice—especially men to women!

When you have gathered all this information, select the leads that are most promising or that most interest you and send a letter of application, together with a copy of your résumé.

HOW TO PREPARE A LETTER OF APPLICATION

The letter of application should be prepared very carefully. It can make the difference between an employer's passing it on to the personnel office with a note: "This looks worth a followup" or his quietly depositing your letter and application in the wastebasket. Here are some "musts" to observe in writing your letter:

1. Whenever possible, address your letter by name to the appropriate person in the firm.
2. Use standard 8½" x 11" business paper (no pink-flowered stationery!).
3. Type the letter or have it typed.
4. Be very careful with spelling and punctuation. If you are not sure of the spelling or precise meaning of a word, consult the dictionary—or use a word you feel sure about.
5. Be *brief*—no more than a page. Your purpose is to catch the interest of the employer so he will read your résumé.
6. Focus on why you want to work for this particular firm and the contribution you can make to it.
7. Refer to your résumé but do not repeat it in full.
8. Tactfully suggest that you will phone for an interview, if the firm is nearby. If you do suggest this, be sure to make the phone call within a week after mailing your letter.
9. Keep a carbon copy of the letters you send.

The sample application letters that follow, based on the previous résumés, illustrate these points.

Sample Letter of Application

111 Second Avenue
Main City, Iowa 55066
(Date)

Mr. William A. Jones
Vice President
Development Division
Iowa Manufacturing Company
200 Waterloo Street
Main City, Iowa 55967

Dear Mr. Jones:

An article in yesterday's *Main City Star* reports that your company has broken ground for a new wing to accommodate your expanding operations and the addition of new products.

The enclosed outline of successful service as Secretary to the Sales Manager at Albeit, Inc., recently of Main City, may interest you as you staff your new departments. As Secretary to the Sales Manager at Albeit, I worked with all our sales representatives, who handled a variety of products.

I would appreciate your reading my résumé, and I will call your secretary within a week to arrange for a possible interview with you.

Your interest will be most appreciated.

Sincerely yours,
(Miss) Mary Smith

Enclosure

Sample Letter of Application

Mrs. Raymond Black
33 North Walton Avenue
Bridgeport, Conn. 06612
(Date)

Mr. Robert Smith
Personnel Manager
Electrics Manufacturing Company
4000 Sand Street
Bridgeport, Conn. 06611

Dear Mr. Smith:

Mr. Milo Stephens of the Electrical Union told me that you will be hiring inspectors and assemblers. I have had 6 years' experience as an assembler and inspector. I have not worked for 19 years, but I understand that you plan to train the new workers on the job.

I work well with my hands and enjoy doing work that requires manual dexterity. My chief hobby is needlepoint. I always have a needlepoint booth at the church bazaar, offering and selling at least 50 items I have made. I have 20–20 vision.

Enclosed is a résumé of my experience. I will be grateful if you would read it and grant me an interview. I will call your secretary to know if and when it is convenient for you or a member of your staff to see me.

Sincerely yours,
(Mrs.) Sadie Mae Black

GUIDES TO AN EFFECTIVE INTERVIEW

The interview is the most critical part of the jobfinding process. It is also the most difficult, because no one enjoys being looked over by a critical eye, however objective and interested the critic. A successful interview depends on many things, but one of the most basic is for you to reflect an attitude of poise and quiet confidence.

Lack of self-confidence in an interview can show itself in two opposite ways. Many women react with a feeling of fright, almost paralysis—"freezing up." They become stiff and uncommunicative, giving one-word answers to questions, or fidgeting, crossing and uncrossing their legs, and generally revealing a lack of composure. Others react to insecurity by an aggressive overconfidence, talking too much, supplying endless irrelevant details in response to questions, and generally giving the impression they think they are the answer to the boss' prayer.

The best way to approach the interview with poise and confidence but not pushy overconfidence is to *prepare for it in advance*. Begin by finding out all you can about the firm or the agency (if it is a nonprofit community agency or institution). Search out the answers to such questions as:

- How old is the company or agency?
- What products or services does it provide?
- Is it a local establishment only or part of a State, regional, or national network?
- How do its prospects look for the future?
- What is the company's reputation as an employer?
- Does the company, especially if it is a large one, have special days or time set aside for interviewing?

In answering these questions you will find helpful the resources listed under 3 in the section on The Jobhunt. It is a good idea to stop at the office of the firm where you are to be interviewed a few days in advance of the interview to ask for any leaflets or magazines about

the company or agency. It is appropriate to explain why you want the literature. The publications will give you an understanding of the establishment's own self-image as well as concrete information that will be helpful in deciding the questions you want to ask during the interview. They also help you focus on the employer, instead of on yourself.

Be careful not to accept appointments for interviews closer than 2 hours apart. Choose a longer interval if more than a half hour's traveltime is involved. The first interviewer may be late keeping the appointment; it may be more prolonged than usual, and you may be asked in addition to talk with the person who would be your immediate supervisor. You will probably be asked to fill out the company's own employment application. All this takes time.

What to wear to the interview:

Dress neatly and appropriately—appropriate to your age and the employment you are seeking. Be sure your dress is clean, pressed, comfortable, and well fitting. If you customarily wear glasses or a hearing aid, wear them. Avoid that "cosmetic look" and strong perfume. Do not appear for an interview in slacks, even though you may wear them on the job. You might lose a chance to be considered for another possible job.

What to take to the interview:

- Two copies of your résumé, one for you to refer to in response to questions and one for the interviewer.
- Your social security card, or number, if you have one. If you do not have one, apply for one at the local district office of the Social Security Administration before you go on a job interview.
- A list of references if you have not supplied them on your résumé.
- A small pad and pen to fill out company forms or to jot down any requests for followup information you are to send in.
- A positive attitude. Leave at home your troubles, anxieties, self-pity—if any! Don't tell the employer how badly you need work—that's why you are there; and never criticize a past employer or fellow employee.

Filling out the company's application form:

Either before or after the interview you will probably be asked to fill out the company's own personnel application form, even though you have submitted a résumé. You may feel bored with answering questions on form after form, but do not appear annoyed or bored. Above all, don't be slapdash about it; no one is holding a stopwatch on you. Here are some guidelines to keep in mind to insure that you submit an application that is neat, accurate, and complete:

- Read over the whole form first.
- Note the structure of the form—whether you fill in the blanks above or below the line. Note spots where space may be crowded and try out the answer on the pad you brought, cutting unnecessary words before you fill in the form.
- Be accurate—especially about dates: the date you are filling out the application, your date of birth, dates of service with previous employers (consult your résumé). Check your social security number against your résumé or a previous payslip. Don't falsify anything—especially your age. If you are not sold on yourself as you are, you cannot "sell" yourself to anyone else. It only creates insecurity in yourself—and you might be found out easily.
- Be careful about spelling and punctuation.
- Read over carefully each question and your answer when you have completed the form.

Some pointers for the interview itself:

BE ON TIME—better still, about 10 minutes early to compose yourself and mentally review the questions you may have. To accomplish this, check and doublecheck the address, the route you take to get there, and the bus schedule, if traveling by bus. Estimate generously the *maximum* time it will take.

YOUR MANNER in the waiting room is important, too, since it can influence the employer's secretary's attitude toward you. It is wise not to smoke. Look alert, pleasant, and businesslike. If there are any company publications displayed, look them over. This can

often provide a brief complimentary opening remark to "break the ice" when you are ushered in for the interview.

BE PLEASANT—a friendly smile is always welcome. Putting your feet squarely under you helps to overcome nervousness. Don't move the chair around; the employer has placed it where he wants it. Don't pile your purse, gloves, and résumé on the desk. Don't smoke, even if the employer asks if you wish to, unless you absolutely need it for composure. Many people are bothered by smoke if they do not indulge.

LISTEN attentively to be sure you understand the questions put to you.

ANSWER questions briefly and to the point. Be responsive, but don't keep on talking. Let the interviewer guide the interview.

If the employer opens the interview by saying, "Tell me about yourself," he is not asking you to gush about your grandchildren or your hobbies. Don't start by saying, "I know you will think I am too old." Tell him specifically the type of job that interests you and briefly the reasons why. As one authority advises: "Give good reasons. Not, you want to go into publishing because you 'like books' or do personnel work because you 'like people.' You might as well say you want to be treasurer because you like money." *

If you have not had recent work experience and the interviewer comments on this, it is appropriate to remark (positively, not defensively) that as a mature person you have had considerable life experience and that many employers have found that older workers often have more stability, judgment, and serious application to the job and less absenteeism.

Most personnel specialists agree that it is unwise to ask about salary, vacations, and employee benefits during the first interview. These questions should be raised when you have a definite job offer. However, if the interviewer inquires: "What salary do you expect?" you might reply by inquiring what salary the firm pays employees for duties comparable to those you would perform. The Equal Pay Act of 1963 requires equal pay for equal work regardless of sex.

When the interviewer asks, "Do *you* have any questions?" don't just say "No." Here is when your preliminary homework comes to

**The Job Interview,* Alumnae Advisory Center, Inc., New York, N.Y., 1954, reprinted 1968.

your aid. If you followed the suggestions to learn something about the company, you will have a pertinent question or two to ask. It is also appropriate to ask: "May I call back?" and "How long do you keep applications active?"

The employer (Mr. Jones) may not have any immediate openings for you, but he may be sufficiently interested to suggest that his friend or acquaintance, Joseph Doakes of the Bear Corporation, may wish to receive a copy of your résumé. Don't trust to memory. Jot down the suggestion immediately, checking the spelling with Mr. Jones. You can get the address from the telephone book. Always follow up immediately on such suggestions. In your covering letter to Mr. Doakes enclosing your résumé, state that when you were interviewed by Mr. Jones he suggested Mr. Doakes might be interested in receiving your résumé and interviewing you.

Be sensitive to signals that the interview is over and leave promptly. Even if you feel discouraged about the results, be cordial and express appreciation for the interviewer's time. Be sure to thank the employer's secretary or receptionist. This is only good manners and the sign of a smart woman.

Evaluating the interview:

As soon as possible after finishing an interview, analyze what happened. Think about what went well and why. What seemed to "turn off" the interviewer and why. Don't be disturbed if your first interview seems to you less than successful. The experience will help you handle the next one better. And it often takes a number of interviews to obtain the right job.

TRAINING OPPORTUNITIES

You may decide, before or after you start your jobhunt, that you need additional training. This may vary from a "quickie" refresher course polishing skills that have become rusty or partially obsolete to a longer course preparing you from scratch for an occupation in which you have never worked.

Never have there been so many training opportunities, especially for mature women, as there are today. Only a brief survey can be provided here. However, the list of references in appendix B will provide you with resources for more specific help in the area of your particular interest. Check to find out if there is an adult education agency in your area. Their services usually are free.

Before deciding on a training program, it is wise to consult the counselor at the State Training and Employment Service office. He knows what local training programs are available. That office also provides testing services to help you know in general whether you have aptitude for the work you plan to train for.

Training programs may be offered by public or private institutions; they may be offered free, or require various payments from a small stipend to expensive tuition, or they may offer "earn while you learn" services. The following represent the most generally available sources of training possibilities.

Secondary (high school) and post-secondary public and private schools

More than half of the city or county boards of education offer job training courses for adults through their vocational-technical high schools. Courses offered include a wide variety of business, merchandising, technical, and service occupations—varying with the particular school district. Some programs offer both daytime and evening courses. Inquire of your local board of education or directly at your local vocational high school for information about courses offered.

If you have not completed requirements for your high school diploma or have never attended high school, you may find it wise to take advantage of the high school equivalency program, now offered in all States and Territories. This program provides for issuance of high school certificates to adults on the basis of test results and grants credit for experience you may have gained through the years. Write to your State Department of Education for information. Your local post office will supply the address. If there is an adult education association in your area, it will have all the information, including where you can get help to prepare for the tests.

Federally aided training programs

The Federal Government, through State agencies and local groups, provides numerous training opportunities, especially for those without job skills, basic education, or other qualifications needed in today's work force. Monetary allowances while training are available to those who qualify under the eligibility requirements. The local office of the State Employment Service has information about projects in your locality. It also receives and screens applications for the training programs and places the selected applicants.

Private business, trade, and technical schools

A growing number of private business, trade, and technical schools offer specialized training. Fees vary widely, depending on the type and length of course, whether placement service also is offered, and other factors. Not all States require these schools to be licensed and regulated. Before enrolling in a particular school it is wise to check with personnel people in the industry to find out whether successful completion of the course will really qualify you for employment. Before enrolling, also inspect the premises and teaching facilities. Ask about fees in addition to tuition, the size of classes, and the employers with whom the school successfully places graduates.

Correspondence courses

More than one hundred accredited correspondence schools offer vocational training courses in 304 subjects from accounting to writing. (Not all schools offer all courses.) It is important for you to be sure, before enrolling in a home study course, that the school is

accredited by the National Home Study Council. The council will send you a free listing of accredited schools and the subjects they offer.*

College level training

Colleges and universities, once the domain of young adults, are increasingly opening their doors to middle-aged students seeking to upgrade their skills or prepare for "second careers." Publicly supported junior colleges and community colleges offer vocational courses. Often they are available in the evening as well as daytime, and many of the colleges accept part-time students.

Increasingly colleges and universities are sponsoring programs of "continuing education" for women who wish to complete (or start) their undergraduate or graduate work. These programs usually include counseling service, orientation courses, refresher courses, information about career possibilities and requirements, and placement assistance.** Some colleges will set up classes for even a small number of persons who show interest. Ask about this!

AND FINALLY—

Remember it takes only one employer to ask that all-important question: "How soon can you report for work?" But before that magic moment, you probably will have had to work *hard* at job-hunting, and have had a number of interviews, and even times of discouragement. But in the end you will be much more likely to secure the right job *for you*. And the right job means a big plus in the satisfactions realized.

The world of work offers many satisfactions to the mature woman besides monetary reward, important as that may be. The feeling of being useful and needed, the opportunity to meet new people, the discovery of a new world—all are powerful antidotes for that "dead end" middle-age syndrome. Many mature women who join or rejoin the work force testify to a new sense of creativity and ability to respond to new challenges they didn't know they had. So regard all that self-analysis, résumé-writing, researching, testing, and interviewing as an investment, not a chore or a bore. Good luck to you!

*See appendix B.
**See *Continuing Education Programs and Services for Women* listed in appendix A.

APPENDIXES

APPENDIX A

*Selected Readings**

Government Publications

U.S. Civil Service Commission, Washington, D.C. 20415:
Federal Careers for Women.

U.S. Department of Health, Education, and Welfare, Washington, D.C. 20201:
Job-Related Expenses of Working Mothers. Luise K. Addis. *In* Children, November–December 1963.

President's Council on Aging:
Do You Have a Homemaker Service in Your Town? 1963.
On Growing Older. 1964.

U.S. Department of Labor:
Bureau of Labor Statistics, Washington, D.C. 20212:
Occupational Outlook Handbook, 1968–1969 (revised every 2 years).
Manpower Administration, Washington, D.C. 20210:
Choosing Your Occupation. 1965.
Guide to Local Occupational Information. 1966. (Revised periodically)
Health Careers Guidebook. 1965.
Training and Employment of the Older Worker: Recent Findings and Recommendations. 1968.

Wage and Labor Standards Administration, Washington, D.C. 20210:
Bureau of Labor Standards

Age Discrimination Prohibited Under State Laws. 1966.
Information About the Age Discrimination in Employment Act of 1967.
Wage and Hour and Public Contracts Divisions
Highlights of the Fair Labor Standards Act, as amended. 1966.
Women's Bureau
Bibliography—Mature Women Workers. 1967.
Continuing Education Programs and Services for Women. Revised 1968.
Equal Pay Facts. 1966.

*Many of the listed items are obtainable in local public libraries.

Exploding the Myths. Report of a Conference on Expanding Employment Opportunities for Career Women. Los Angeles, Calif., 1966. 1967.

Fact Sheet on Changing Patterns of Women's Lives. Revised 1969.

How You Can Help Reduce Barriers to the Employment of Mature Women. 1969.

Job Horizons for College Women. Revised 1967.

Job Training Suggestions for Women and Girls. 1968.

Laws on Sex Discrimination in Employment. 1967.

The Negro Woman in the United States—New Roles—New Challenges. (Speech) 1967.

1969 Handbook on Women Workers. 1969.

Part-Time Employment of Women. 1968.

Recent Federal Employment Policy Developments—New Progress for Women. (Speech) 1966.

Why Women Work. 1968.

Working Wives—Their Contribution to Family Income. November 1968.

Working Women and the American Economy. (Speech) 1967.

Your Talents—Let's Not Waste Them. (Speech) 1967.

Other Publications

Back to Work, Ladies: A Career Guide for the Mature Woman. Pilot Books, New York, N.Y., 1968.

Born Female—The High Cost of Keeping Women Down. Caroline Bird. David McKay Co., New York, N.Y., 1968.

Careers for Women After Marriage and Children. Barbara Powell O'Neill. Macmillan Co., New York, N.Y., 1965.

The Employed Mother in America. Ivan F. Nye *and* Lois W. Hoffman. Rand McNally Co., Chicago, Ill., 1963.

Developing Women's Potential. Edwin C. Lewis. Iowa State University Press, Ames, Iowa, 1968.

Directory of Accredited Private Home Study Schools. Accrediting Commission, National Home Study Council, Washington, D.C. 20009.

Creative Careers for Women. A Handbook of Sources and Ideas for Part-Time Jobs. Joan Scobey *and* Lee Parr McGrath. Essandess Special Editions: Simon & Schuster, New York, N.Y., 1968.

The Job Hunt. Harold L. Sheppard *and* A. Harvey Belitsky. Johns Hopkins Press, Baltimore, Md., 1966.

Occupations for Men and Women After 45. Juvenal L. Angel. World Trade Academy Press, New York, N.Y., 1963.

Resources for the Employment of Mature Women and/or Their Continuing Education. A Selected Bibliography and Aids. Richard J. Bernhard Memorial Library, Federation Employment and Guidance Services, New York, N.Y., 1966.

So You Want To Be a Working Mother. Lois Benjamin. McGraw-Hill Book Co., New York, N.Y., 1966.

So You Want To Go Back to Work! Nanette E. Scofield *and* Betty Klarman. Random House, New York, N.Y., 1968.

380 Part-Time Jobs for Women. Ruth Lembeck. Bell Publishing Co., New York, N.Y., 1968.

Training and Retraining Older Workers. Juanita M. Kreps *and* Ralph Laws. (Annotated bibliography) National Council on the Aging, New York, N.Y., 1965.

A Woman's Guide to Part-Time Jobs. Joseph D. Cooper, Dolphin Books, New York, N.Y., 1964.

Women at Work. Every Woman's Guide to Successful Employment. Elmer L. Winter. Simon & Schuster, New York, N.Y., 1967.

Women! Business Needs You—A Back-to-Business Guide for Modern Women (paperback) Sabatino A. Russo, Jr. *and* William Laas. Popular Library, New York, N.Y., 1968.

Working Mothers: A Selected Annotated Bibliography. Business and Professional Women's Foundation, Washington, D.C., 1968.

APPENDIX B

Agencies and Organizations

Government

U.S. Department of Labor:

Manpower Administration, *Training and Employment Service*, Washington, D.C. 20210.*

Wage and Labor Standards Administration, *Women's Bureau*, Washington, D.C. 20210.

U.S. Department of Health, Education, and Welfare:

Administration on Aging, Washington, D.C. 20203.**

Office of Education, *Bureau of Adult, Vocational, and Library Programs*, Washington, D.C. 20202.

Education

Adult Education Association of the USA, 1225 19th Street NW., Washington, D.C. 20036.

National Education Association, *Division of Adult Education Service*, 1201 16th Street NW., Washington, D.C. 20036.

National Home Study Council, 1601 18th Street NW., Washington, D.C. 20009. (For information on accredited correspondence schools and courses.)

Professional and Business***

American Association of Industrial Nurses, Inc.
170 East 61st Street
New York, N.Y. 10021

American Association of Nurse Anesthetists
Suite 3010
Prudential Plaza
Chicago, Ill. 60601

American Association of Medical Record Librarians
211 East Chicago Avenue
Chicago, Ill. 60611

American Dental Assistants Association, Inc.
211 East Chicago Avenue
Chicago, Ill. 60611

*Ask for the name and address of State Director of the Older Worker Service Unit of the Employment Service in your State.

**Ask for the name and address of the State Commission on Aging in your State.

***Some listed organizations provide scholarships or have loan programs.

American Dental Hygienists' Association
211 East Chicago Avenue
Chicago, Ill. 60611

American Dietetic Association
620 North Michigan Avenue
Chicago, Ill. 60611

American Home Economics Association
1600 20th Street NW.
Washington, D.C. 20009

American Institute of Biological Sciences
3900 Wisconsin Avenue NW.
Washington, D.C. 20016

American Institute of Interior Designers
730 Fifth Avenue
New York, N.Y. 10019

American Library Association
50 East Huron Street
Chicago, Ill. 60611

American Medical Women's Association, Inc.
1740 Broadway
New York, N.Y. 10019

American Newspaper Women's Club, Inc.
1607 22d Street NW.
Washington, D.C. 20008

American Nurses' Association, Inc.
10 Columbus Circle
New York, N.Y. 10019

American Occupational Therapy Association
251 Park Avenue South
New York, N.Y. 10010

American Personnel and Guidance Association, Inc.
1607 New Hampshire Avenue NW.
Washington, D.C. 20009

American Pharmaceutical Association
2215 Constitution Avenue NW.
Washington, D.C. 20037

American Physical Therapy Association
1740 Broadway
New York, N.Y. 10019

American Public Health Association, Inc.
1790 Broadway
New York, N.Y. 10019

American Society of Medical Technologists
Suite 1600
Hermann Professional Building
Houston, Tex. 77025

American Society of Radiologic Technologists
537 South Main Street
Fond du Lac, Wis. 54935

American Society of Women Accountants
327 South LaSalle Street
Chicago, Ill. 60604

American Speech and Hearing Association
9030 Old Georgetown Road
Washington, D.C. 20014

American Women in Radio and Television, Inc.
75 East 55th Street
New York, N.Y. 10022

Association of American Women Dentists
c/o Dr. Josephine Palencia
1527 West Passyunk Avenue
Philadelphia, Pa. 19145

Credit Women International
2051 Railway Exchange Building
St. Louis, Mo. 63101

Fashion Group, Inc., The
9 Rockefeller Plaza
New York, N.Y. 10020

International Association of Personnel Women
405 Lexington Avenue
New York, N.Y. 10017

National Association for Practical Nurse Education and Service, Inc.
535 Fifth Avenue
New York, N.Y. 10017

National Association of Bank-Women, Inc.
60 East 42d Street
New York, N.Y. 10017

National Association of Insurance Women (International)
Suite 202
4828 South Peoria Avenue
Tulsa, Okla. 74105

National Association of Legal Secretaries
146 North San Fernando Boulevard
Burbank, Calif. 91502

National Association of Railway Business Women, Inc.
Room 714
50 East Broad Street
Columbus, Ohio 43215

National Association of Social Workers
2 Park Avenue
New York, N.Y. 10016

National Association of Women in Construction
346 North Beachwood Drive
Los Angeles, Calif. 90004

National Association of Women Lawyers
American Bar Center
1155 East 60th Street
Chicago, Ill. 60637

National Committee for Careers in Medical Technology
9650 Rockville Pike
Bethesda, Md. 20014

National Committee for Social Work Careers
2 Park Avenue
New York, N.Y. 10016

National Council of Administrative Women in Education
1201 16th Street NW.
Washington, D.C. 20036

National Executive Housekeepers Association, Inc.
Room 204
Business and Professional Building
Gallipolis, Ohio 45631

National Federation of Licensed Practical Nurses, Inc.
250 West 57th Street
New York, N.Y. 10019

National Federation of Music Clubs
Suite 1215
600 South Michigan Avenue
Chicago, Ill. 60605

National League for Nursing
10 Columbus Circle
New York, N.Y. 10019

National League of American Pen Women, Inc.
1300 17th Street NW.
Washington, D.C. 20036

National Recreation and Parks Association
1404 New York Avenue NW.
Washington, D.C. 20005

National Secretaries Association (International)
1103 Grand Avenue
Kansas City, Mo. 64106

Society of Technical Writers and Publishers, Inc.
1010 Vermont Avenue NW.
Washington, D.C. 20005

Society of Woman Geographers
1619 New Hampshire Avenue NW.
Washington, D.C. 20009

Society of Women Engineers
United Engineering Center
345 East 47th Street
New York, N.Y. 10017

Special Libraries Association
31 East 10th Street
New York, N.Y. 10003

Women Leaders Round Table, The National Association of Life Underwriters
c/o Union Central Life Insurance Co.
225 Broadway
New York, N.Y. 10007

Women's Council of the National Association of Real Estate Boards
155 East Superior Street
Chicago, Ill. 60611

Women's National Press Club
National Press Building
529 14th Street NW.
Washington, D.C. 20004

U.S. GOVERNMENT PRINTING OFFICE: 1970 O—373-177